

INSTRUCTIONS

1. Reconciliation form must be filed with the Income Tax Department , of Leipsic, Ohio, on or before January 31, unless you discontinued having employees before December 31, in which case it must be filed within thirty (30) days after the last payment of wages. This form must be accompanied by the Department's copy of Federal Form W-2, for each employee from whom tax has been withheld during the past year.

2. An adding machine tape or some other type of list showing the amount of Leipsic tax withheld as indicated by Form W-2 should be attached. The total should be entered on line (A) on the face of this form and should be in agreement with the amount shown on line (B). Any discrepancy between the two accounts must be fully explained in an attached statement.

RECONCILIATION OF RETURNS

Form W-3 Village of Leipsic Department of Taxation 142. E. Main St. Leipsic, Oh 45856	RECONCILIATION OF RETURNS OF INCOME TAX WITHHELD (FORMS W-1) WITH W-2 FORMS SUBMITTED HEREWITH FILE ON OR BEFORE JANUARY 31	FOR YEAR
FID NUMBER		
1 Total number of employees as represented by Forms W-2 submitted herewith.....	_____	4. Total Income Tax Withheld from compensation as shown by Item 2 of Form W-1 for the period: First Quarter..... \$ _____ Second Quarter..... \$ _____ Third Quarter..... \$ _____ Fourth Quarter..... \$ _____ Total..... \$ _____ (B)
2 Total gross wages subject to withholding(A) \$	_____	
3 Total Income Tax Withheld from compensation paid all Employees..... \$	_____	
MUST BE COMPLETED		
Name & Address		TAX OFFICE USE ONLY Quan. W-2 Supplied _____ W-2 Rec'd _____ W-3 Total Wages.....Tax \$ _____ Remittance (Less Int.).....\$ _____ Difference\$ _____ Reconciled _____